



The Position

Working under close supervision, the Social Worker I is the entry/trainee class in the professional Social Worker series. A Social Worker I receives in-service training in social services programs and basic case study methods in order to perform elementary social services and identify needs for more intensive services; and performs other related work as assigned. As requisite skill and knowledge are developed, greater independence and the full scope of responsibility are exercised. Unless a position is permanently allocated to the Social Worker I level due to the nature of the work, employees are expected to promote to the Social Worker II after one year of satisfactory performance at the trainee level.

Additional Information

A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Position may require: pre-employment drug testing; physical and fingerprinting for a background investigation; ability to work a flexible work schedule to provide night or possibly weekend classes; ability to travel in and out of county

The existing eligible list will be replaced upon completion of the examination process.

Calaveras County

Calaveras County, with a population of approximately 46,700, is located in the Gold Country. San Andreas, the county seat, is located 65 miles from Sacramento.

Angels Camp, with a population of 3,150, is the only incorporated town within the County.

Calaveras County is known for its boutique wineries, main industries include lumbering and ranching. The county ranges from sea level to over 8,000 feet and is bordered by the Mokelumne River to the north and the Stanislaus River to the south. Calaveras offers year-round outdoor recreation and special events, antiques, art, theater, museums, and wine tasting.

Social Worker I

Calaveras County Works & Human Services Agency

Monthly Salary: \$3,409 - \$4,141

Application Deadline:

December 14, 2012

5:00 PM PDT

Tentative Examination Dates:

Written Exam: Saturday, January 5, 2012

Oral Exam: Week of January 21, 2013

Examinations will be held in Calaveras County

Location:

The resulting list will be used to fill vacancies in
San Andreas, California

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job.

EITHER

Graduation from a four year college;

OR

Successful completion of thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science*,

AND

One (1) year of full-time experience comparable to the Social Service Aide, Eligibility Worker II, or Employment and Training Worker II classification; **or** Three (3) years of full-time experience comparable to the Vocational Assistant or Homemaker classification; **or** Two (2) years of full-time experience as a teacher or nurse, or as a counselor in a public or private social service agency.

*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

KNOWLEDGE AND ABILITIES

The following may be tested in the examination.

Knowledge of:

- Socio-economic conditions and trends.
- Basic principles of individual and group behavior.
- Current issues in the field of social welfare.
- Principles of interviewing and problem-solving methodology.
- Basic public welfare programs on the Federal, State, and local level.
- General principles of public assistance policies and programs.
- Basic principles and techniques of interviewing and recording of social casework.
- Laws, rules, and regulations governing the operation of the public welfare agency.
- Community organization and the social problems calling for the use of public and private community resources.
- Basic principles involved in the nature, growth, and development of personality and in-group processes.

Ability to:

- Understand and learn the agency programs, policies, and procedures.
- Obtain facts and recognize the relevance and significance.
- Organize and maintain work detail.
- Establish and maintain effective working relationships with agency staff, clients, and others.
- Communicate effectively, both orally and in writing.
- Establish and maintain client rapport on an individual basis.
- Analyze situations and adopt effective courses of action.
- Interpret and explain to the applicant, recipient, or others public social service programs, policies, rules, and regulations.
- Develop skill in interviewing case recording and interpretation.
- Work within a community setting and effectively use appropriate resources and services.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Operate a personal computer and other office equipment.
- Use related software.
- Communicate effectively with others in person and over the telephone.
- Analyze data, interpret directions, procedures and regulations, and develop appropriate responses.

EXAMINATION INFORMATION

MSS reserves the right to revise the examination plan if the circumstances under which this examination was planned change. The examination process may include one or more of the following components: application evaluation, computer skills assessment, supplemental questionnaire, written examination, job related exercise, and/or a structured oral examination. Candidates will be notified of any changes to the examination plan as posted on this job bulletin.

The examination components consist of:

WRITTEN EXAMINATION

This examination will be weighted: Pass/Fail

- Analytical Ability
- Interviewing Principles
- Written Communication
- Interpersonal Skills

ORAL EXAMINATION

This examination will be weighted: 100%

Categories tested may include:

- Agency Programs, Policies, and Procedures
- Basic Rules, Regulations, Processes, Purpose of Services
- Communication (Oral & Written)
- Confidential
- Education, Experience and Training
- Interpersonal Relations
- Issues in the Field of Social Work
- Job Related Knowledge and Skills
- Planning/organizational Skills
- Principles of Interviewing and Assessment
- Take Initiative
- Technical Knowledge and Skills

Calaveras County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application, including any of the additional documents/materials indicated. Additional documents/materials are included in the online application. Apply online by logging onto www.mss.ca.gov and following the instructions.

It is recommended that you apply via the online application system. Applicants without Internet access may fax a paper application to (916) 648-1211 or mail to the address below. Faxed or mailed applications will ONLY be accepted on the dates/times indicated on the front of this job bulletin. Faxing or mailing your application does not guarantee that your application will be among those approved. POSTMARKS ARE NOT ACCEPTED.

Application packets may be obtained by contacting MSS, or the Social Services, Child Support, or HR Department in the county.

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815

Website: www.mss.ca.gov

Email: mss@cps.ca.gov

Phone: (916) 263-3614

Note: Your application and any additional material become the property of MSS. **Please make a copy for your file.**

This job bulletin will not be available online after the application deadline. Please print a copy for your records.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree and/or course equivalency by the application deadline. Organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree and/or course equivalency from any of the listed member agencies.

EXAMINATION NOTIFICATION

MSS will send you an email informing you of your status once it has been determined. Candidates who apply via a paper application and do not supply us with an email address will receive all recruitment notification via United States Postal Service. Selected applicants will be invited to the next step of the examination process. If you have not received notice at least two (2) working days prior to the tentative test date, please contact Merit System Services at mss@cps.ca.gov.

Some positions require that all approved candidates take and pass an oral examination to continue in the recruitment process. If this job bulletin states that there will be an oral exam for this position please note the following: Prior to being scheduled for the oral examination, you will receive an email from Merit System Services, mss@cps.ca.gov, asking you to confirm your interest in the position and your availability to attend the exam on a specific date. If you do not reply to the e-mail sent to you by the specified deadline or you are not available on the specified exam date, you will not be scheduled for the oral exam.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS at mss@cps.ca.gov within five (5) days of the date on your letter/email notifying you that you have been invited to move forward in the exam process.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

CLASS COURSE LISTING

CALAVERAS WORKS AND HUMAN SERVICES AGENCY

APPLICATION DEADLINE: 12/14/12

****Examples of acceptable courses include those in the following areas of study: Anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.***

IF YOU WISH TO HAVE YOUR APPLICATION EVALUATED BASED ON YOUR COURSEWORK YOU MUST COMPLETE AND RETURN THIS FORM TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE. ONLY ENTER THE COURSEWORK REQUIRED TO MEET THE MINIMUM QUALIFICATIONS AS STATED ABOVE. (College transcripts MAY NOT be substituted for this form.) IF YOU APPLY ONLINE THIS CLASS COURSE LISTING WILL BE PART OF THE ONLINE APPLICATION. YOU DO NOT NEED TO COMPLETE THIS FORM.

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